

# Personnel Issues & You



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## Salary Reduction Upon Promotion or Lateral Transfer

If an employee is employed in a 40 hour per week position and promotes to a higher pay grade in a 37.5 hour per week position, it is possible that the employee will experience a reduction in salary. Not all employees realize that the monthly salary computation depends on the Work Week Code and therefore need to be made aware of the difference in salary at the time the position is offered. Whenever an employee moves from a 40 hour work week to a 37.5 hour work week the salary must

be adjusted accordingly before computing the promotional salary. Likewise, a lateral transfer will result in a reduction in salary. Salary conversion instructions can be found on page 6.4 of the Procedures Manual for Personnel/ Position Actions as well as on-line under Reference Information at:

<http://kygovnet.state.ky.us/personnel/0persmnl.htm>

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## K.A.S.E. Rate Increase

The Kentucky Association for State Employees has announced a rate increase effective 10/01/2000. The Personnel Cabinet will put these changes in for you after the September 16-30 payroll has processed on October 12. The semi-monthly rates of \$9.00 will change to \$9.50 and the monthly rates of \$18.00 will change to \$19.00. This notification of a dues increase was sent to all payroll officers in August and was also put in the K.A.S.E. newsletter to all of their members.

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## Agency Spotlight Success



Capt. Shelley talks to an applicant.

The Department of Corrections was the first agency to be spotlighted in the new recruitment program provided by the Personnel Cabinet.

Department of Corrections staff rotated shifts in order to provide week long coverage in this effort. The week began with a meeting with Personnel Cabinet counselors in which the Corrections staff briefed them on what positions and job locations they were focusing on as well as some unique employment opportunities such as a three (3) day work week and Hazardous Duty Retirement. On several occasions, counselors literally walked applicants out to the Corrections display for more information.

The week was so successful that the Department of Corrections has already asked to be "spotlighted" again in the future. If your agency hasn't signed up for a week and would like to, please contact Commissioner Herb Sheeting at 564-2428, [herb.sheetinger@mail.state.ky.us](mailto:herb.sheetinger@mail.state.ky.us) or Stephany Ivers at 564-7571, [Stephany.ivers@mail.state.ky.us](mailto:Stephany.ivers@mail.state.ky.us). ☼

## Contracts with Multiple MARS Labor Codes

Agencies have asked the Personnel Cabinet if they could charge Personal Service Contract costs to more than one labor distribution code (accounting string) in MARS. A method has been developed to send these items through payroll to MARS.

Personal Service Contract (PSC) employees paid in agency 95003 are being modified to have the ability to report to different Contract Line Numbers (different Labor Distribution codes). The contract Line Numbers are assigned at the time of contract establishment or modification. By using the payee's Social Security Number and Contract Number, agency personnel can view the lines associated with the contract on the OPOL Table in Advantage. The fiscal or purchasing personnel should then work with the payroll staff to determine the appropriate accounting line to charge for time worked.

Because MARS only allows payments against accounting distributions that have been established, the entire interface from UPPS to MARS for PSC employees (agency 95003) consists of the contract number and the line number. That is, the accounting distribution is determined based on the information stored in MARS with the line number sent from UPPS to MARS. If assistance is needed in determining the appropriate line number, please contact your accountant in the Division of Statewide Accounting Services (SAS), at 564-7750.

All contract employees have previously been charged to line number 01, and will continue to be charged to that line if no change is made. Starting October 1, 2000 (the September 16-30 payroll), these employees can be charged to different line counts by use of the Termini field. The first two positions of this field, in Dept. 95003 only, will be used to supply the appropriate line number. When reporting time for a PSC employee to a different line number using the PTL or POT, enter the number of the line in the first two positions of the Termini field. Leave all the other fields blank. Remember, the line number must be defined in MARS accounting as described above.

If this enhancement is not needed, simply leave the Termini field blank and the line number will default to 01 as it does now. If the primary master Termini code has 01-99 in it (on the CICS POPY P Screen), the value will be submitted to MARS in the Line Number Field.

Personnel has been informed by SAS that some agencies are not entering the appropriate contract number for payees in Dept. 95003. This number is a required field for payment to PSC employees and must be either the Delivery Order Number or the Contract Number associated with the employee. The number should always be in the following format: *POP???-123456789*, where ??? is the agency number that the contract is established under, *-* is either a D (Delivery Order) or C (Contract), and 123456789 is the remainder of the Procurement Desktop Contract Number. If there are any questions about this process, please contact your SAS accountant, so that this feature in UPPS and MARS remains available for your agency's utilization.

Attached is an example of an employee using three codes on the PTL system. ☼

## State Paid Retirement One-time Deductions

In the past the Personnel Cabinet had a block on one-time deductions for state paid deductions because of a difference in policy between the Finance Cabinet and the Kentucky Retirement System. That difference is resolved and all the Agencies are in agreement that we can now use this automated feature.

We remind you (payroll officers) that when you use the 869 transaction with an amount with a plus (+) in the indicator that you look at the utility on the K screen to ensure that you are taking the money out of the correct retirement system. It will send the money to the system that is on the utility. The retirement system will recognize that they have more money than is required for the standard deduction and apply it correctly. In most cases they will have sent you a letter.

If the employee is terminated or you are paying another retirement system, you will still have to pay those arrears amounts on a manual payroll voucher SAS-27. Hopefully, this change will reduce your work flow. ⌘

## Feedback on EFT Change Recommendation

Due to the positive feedback concerning keeping EFT for state employees active during the transfer and termination P1 process, the Personnel Cabinet will begin work to make the change. Please refer to the September issue of Personnel Issues & You for the recommendation. ⌘

## New Error Messages

We have had occasional problems with transfers on salary employees with the time code required status. Therefore, if an active salary employee has wrong time code status for that particular agency we will produce the following warning messages:

64 Warning – Time code status should be 0. This is **time card required.**

65 Warning – Time code status should be 1. This is **time card not required.** ⌘

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## United Concordia Rates for 2001

United Concordia Companies, Inc. informs us that the rates for the dental plans are now set for the calendar year 2001. The renewal rates on the IC and the IIC plans increased 3% while the Flex plan rates remain the same. For your convenience all rates are shown below.

	1/1/2000 - 12/31/2000	1/1/2001 - 12/31/2001
<i>Monthly Cost, IC, Group 306024000</i>		
Subscriber	\$8.20	\$8.45
Subscriber/One Dependent	\$16.75	\$17.25
Family	\$24.75	\$25.50
<i>Monthly Cost, IIC, Group 306024001</i>		
Subscriber	\$8.50	\$8.75
Subscriber/One Dependent	\$17.45	\$17.98
Family	\$25.50	\$26.27
<i>Monthly Cost, Flex, Group 813014000</i>		
Subscriber	\$25.32	\$25.32
Subscriber/One Dependent	\$48.56	\$48.56
Family	\$84.62	\$84.62

# Health Insurance Update

## 2 County Open Enrollment Extension

Open Enrollment has been extended until October 13, 2000, for employees affected by potential provider additions in the below-listed counties **ONLY**:

Boyd County	Greenup County
Carter County	Pulaski County
Elliott County	Scott County

## Additional Carrier

**CHA PPO** will be available to employees/retirees in the below-listed counties:

Adair	Grant
Boone	Kenton
Bracken	McCreary
Campbell	Pendelton
Casey	Pulaski
Clinton	Russell
Cumberland	Wayne
Gallatin	

**CHA HMO** and **POS** will also be available to employees/retirees in the below-listed counties

Adair	Pulaski
Clinton	Russell
Cumberland	Wayne
McCreary	

## Correction to the Health Insurance Handbook

The Health Insurance Handbook for 2001 has a correction on Page 20, under ***Prescription Drugs***, the first paragraph should read as follows:

For HMO, POS and PPO Plans, when a contract has paid 50 co-pays per plan year for prescription drugs, each of the co-pays thereafter will be reduced. The Non-Formulary co-pay will be reduced \$10, the Brand will be reduced \$5 and the Generic will be reduced \$5. Co-insurance amounts will be reduced by 10%. For the EPO plan, each co-pay is reduced by \$10. This reduction will be done by reimbursing the contract holder once or possibly twice a year. Some carriers may offer reimbursement at the pharmacy, which means you would receive an automatic reduction in the co-payment at the time of purchase.

## REMEMBER TO MAIL YOUR APPLICATIONS DAILY TO THE BENEFITS DATA BRANCH!

We still have some Health Insurance 2001 Update Videos available. Please give us a call if you need more.

**PLEASE BE SURE THAT ALL AFFECTED EMPLOYEES ARE MADE AWARE OF THESE CHANGES!**

## Commonwealth Choice

*Did you know?* If an employee has a parent(s) who lives with them and they are more than 50% dependent on the member for support and they claim them on their income tax, they can file claims on their FSA for reimbursement for expense on the parent(s).

**As always, thank you for all your assistance!**

UPDATE MODE COMMONWEALTH OF KENTUCKY EMPLOYEE TIME REPORTING PP: 08-1  
95 003 48 72 60 00 MOOSE BULLWINKLE J 0 999 88 7777  
ANNL: SICK: C-TIME: OTS: 1 PT: H SHC: 1 TCS: 0  
ORG PBU FUN ACT FCT PROJECT SB SO REPC TERMINI ES: 1  
D726 TCAD 1200 3129900Z  
REG ---- COMP ----- OT PAY ----- LEAVE HOURS -----  
HRS 1.0/910 1.5/930 1.5 ANN/920 SICK/918 COMP/913 HOL/903 LWOP/90  
3750  
OTH LV: 9 9 921+ 924 925 926 928  
REG: 3750 OT: ORG: PBU: FUN: ACT: FCT:  
SB: PJ: SO: TR: 02 RP:  
  
REG: 750 OT: ORG: PBU: FUN: ACT: FCT:  
SB: PJ: SO: TR: 03 RP:  
  
REG: OT: ORG: PBU: FUN: ACT: FCT:  
SB: PJ: SO: TR: RP:  
  
REG: OT: ORG: PBU: FUN: ACT: FCT:  
SB: PJ: SO: TR: RP:  
TIPS 1: ENTER EMPLOYEE ID FOR SELECTIVE CALL PF  
UP NEXT END OF COSTCENTER  
221 EMPLOYEE HAS 0 ADDITIONAL RECORDS  
PF1=MENU; PF3=EXIT; PF4=DELETE; PF6=SEND; PF7=ADDNL; PF9=COMPLETE; PF11=SC

